

CITY OF OWENSVILLE
Position Description

Department: Parks & Recreation

Division: Park and/or Golf

Reports To: Grounds & Maintenance Manager or Lead Greenskeeper

Position Title: Intern

FLSA: Non-exempt

Date: October 1, 2020; Revised January 15, 2021

Purpose of Position

Provides semi-skilled labor for maintenance of park and golf course facilities and grounds. Student interns will be exposed to all aspects of golf course management including but not limited to: equipment operation and maintenance, chemical and fertilizer applications, daily golf course set up, tournament set-up, irrigation management, record keeping and clubhouse operations.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Perform mowing and trimming of all grass (greens, tees, fairways and rough), assuring for a healthy, clean and safe environment for positive public relations.
- Perform hand-watering of greens.
- Assist in the maintenance of buildings and golf course including repairs, painting and other related work.
- Assist in chemical application to the golf greens; maintains fairways and tee boxes; aerates greens and tee boxes at golf course.
- Assist in tournament preparation.
- Assist in maintenance and cleaning of golf carts, mowers, and equipment.
- Assist in locates and repairs leaks in irrigation equipment.
- Removal of trash from containers at the golf course.
- Maintains equipment, and buildings assuring that they are in good conditions and safe for others to work in and around.
- Provides patron service for all golf course patrons.
- Knows and enforces rules and regulations governing golf course usage.
- Ensures all patrons have been registered or checked in for golf.
- Prepares, organizes and cleans all equipment (ex. washes golf carts, cleans restrooms and other materials used for golfing)
- Processes payments (cash, check and credit card) and must be able to make change, maintains accurate cash handling, opens and closes register.
- Handles patron issues.
- Takes orders, prepares and sells concessions and products available.
- Follows proper opening and closing procedures for facility.
- Attendance is an essential function of this position.

Additional Tasks and Responsibilities

- Maintains a state of readiness when storms are forecasted.
- Performs related duties as required.
- Follows all safety and sanitation policies.
- Represents our City in a courteous, professional and tactful manner.
- Follows all policies as outlined by the City of Owensville’s personnel policy manual and department policies and procedures.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or general education degree (GED). In pursuit of, or recently completed a degree in ground and/or turf management or closely related.

Other Requirements – Certificates/Licensures

- Valid driver’s license
- Must pass drug screening tests; initial and random

- Must pass physical screening

Knowledge, Skills, Abilities

- Ability to speak effectively and courteously with patrons, both in person and on the phone.
- Working knowledge with grounds assessment, motor vehicle maintenance, small engine repair, painting, carpentry, plumbing, electrical, tractor, skid steer and lawn mowers.
- Working knowledge of pesticides and chemical applications.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, as well as procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to carry out duties reliably and predictably.

Supervision Duties

Not Applicable

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities. While performing the duties of this position, the employee is regularly required to stand and walk, use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit; run; climb or balance and stoop, squat, bend, twist, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 50 pounds on occasion. Specific vision abilities required by this job include close vision, color vision, depth perception, distance vision and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities. While performing the duties of this position, the employee is exposed more than one third of the time to conditions such moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals and outside weather conditions. The employee may also be exposed to high, precarious places and vibration. The employee may also be exposed to risk of electrical shock. The noise level in the work environment is usually loud. This position may be called out 24 hours a day or rotate being scheduled or on call, including weekends and holidays to meet the needs of public facilities available 24/7, especially during the spring-to-fall seasons.

The City of Owensville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee Name Printed

Employee Signature

Date

Supervisor

Date

Director

Date